

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502**

December 16, 2002

SUBJECT: State Internal Review (SIR) 5-Year Plan

TO: State Office and Field Offices in North Dakota

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to notify State office and field office staff of the five year schedule for State Internal Reviews (SIRs) and centralized program reviews in North Dakota.

COMPARISON WITH PREVIOUS AN:

This AN replaces ND AN No. 1363 (2006-M) that expired November 30, 2002.

IMPLEMENTATION/RESPONSIBILITIES:

Management Control Officer (MCO) duties have been delegated to Management and Program Analyst (MPA), Debra Steinwand. The MPA is the team coordinator for all SIRs.

Complete, comprehensive evaluation reviews in all program areas and administrative functions will be conducted in selected field offices each fiscal year in accordance with the requirements of Rural Development Instruction 2006-M, North Dakota Instruction 2006-M, and this Administrative Notice. Complete, comprehensive evaluation reviews will be conducted in the centralized State Office program areas at least once every five years.

In compliance with RD Instruction 2006-M, the 5-year SIR plan has been established as shown on Exhibit A. The SIR schedule for FY 2003 is as follows:

Bismarck L/O	February 3-14, 2003
State Office – RBS	June 2003 – tentative
(BPAR)	schedule

EXPIRATION DATE:
December 31, 2003

FILING INSTRUCTIONS:
Following RD Instruction 2006-M

A State Senior Management (SSM) team has been established to assist the State Director and MPA plan the SIRs, review SIR team reports and reviewed offices' action plans, and make recommendations regarding SIR report closure. The SSM team will be:

Administrative Officer
Rural Development Programs Director
Rural Housing Programs Director
Rural Development Managers
Civil Rights Manager

The SIR team to conduct the field office SIRs for FY 2003 consists of the following State Office staff:

Debra Steinwand, Management and Program Analyst
Barbara Neubauer, Administrative Officer
Carol Reed, Civil Rights Manager
Camille Bickel, Information Resources Manager
Rodney Beck, Civil Engineer/Environmental Coordinator
Sandra Sipma, Contract Program Manager
Mark Wax, Community Development Specialist
Donald Warren, Rural Housing Program Director
Kathy Lake, Multi Family Housing Specialist
Barry Borstad, Single Family Housing Specialist
Sharon Durling, Rural Development Technician

Review of the centralized State Office functions will be conducted by knowledgeable personnel from other States.

All employees should review RD Instruction 2006-M to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Debra Steinwand, MPA, at 530-2058.

/s/ Clare A. Carlson
CLARE A. CARLSON
State Director

Attachment

Sent to State Office program sections and field offices via e-mail.

STATE INTERNAL REVIEW (SIR) 5-YEAR PLAN

OFFICE	LAST REVIEW	FY 03	FY 04	FY 05	FY 06	FY 07
Field Offices:						
Devils Lake Area Office	4-02					X
Bismarck Local Office	4-99	Feb.				
Valley City Area Office	1-00		X			
Dickinson Area Office	7-00		X			
Park River Local Office	2-01			X		
Minot Area Office	4-01			X		
Williston Local Office	5-02					X
State Office Centralized Programs:						
Community Facilities	6-00				X	
Rural Utility Services	6-00				X	
Rural Business Services (*BPAR 4-98)	6-00	June				

Program areas to be reviewed in the Area Offices include Multi Family Housing, Single Family Housing, Civil Rights, Environmental, Procurement, Automation, Community Development, and Administrative functions.

Program areas to be reviewed in the Local Offices include Single Family Housing, Civil Rights, Environmental, Procurement, Automation, Community Development, and Administrative functions.

Community Facilities, Rural Utilities Service and Rural Business-Cooperative Services program areas are centralized in the State Office. These program areas will be reviewed by a SIR Team consisting of individuals from other states or the National Office.

*BPAR – Business Programs Assessment Review – Reviews conducted by the National Office. These reviews are considered part of the SIR 5 year plan. If a BPAR is not conducted a minimum of once every 5 years, then a SIR must be completed.